

December 8, 1997

**CLOSING OF CDC DURING HAZARDOUS WEATHER OR OTHER EMERGENCIES**

The CDC\* staff is reminded of the policy and procedures to be followed for reporting to work during hazardous weather or other emergencies. HHS Personnel Manual Instruction 610-3 sets forth the Department's policy and procedures for temporary closings of the work place and treatment of absences during these closings. Unless announced otherwise, CDC is open during regular working hours (8:00 a.m. to 4:30 p.m.). Announcements of delayed openings, early dismissals, or closings will be made as described in the attached exhibits:

Guidelines Unique to the Metropolitan Atlanta Area Only: Exhibits 1 and 1A  
Guidelines Unique to Areas Other than Atlanta: Exhibit 2  
Impact on Alternative Work Schedules and Flexiplace: Exhibit 3  
Reasonable Accommodation for Employees with Disabilities: Exhibit 4  
Emergency Employees and Critical Operations: Exhibit 5

Employees are responsible for their own safety in traveling to and from work during hazardous weather. If CDC is not closed but conditions are considered to be too dangerous for traveling, employees may take annual leave or accrued credit time to deal with their own individual situations. Supervisors should be lenient in granting unscheduled leave for this purpose.

School and day care center closings as well as transportation problems that result from hazardous weather cause particular difficulty for some employees. Supervisors should be sensitive to individual situations and be lenient in granting unscheduled leave to employees with care giving responsibilities.

\*References to CDC also apply to ATSDR.

**Attachments**

REFERENCE POINT: Office of Program Support, Human Resources Management Office, Workforce Relations Branch

SUPERSEDED MATERIAL: CDC General Memorandum No. 96-2

DISTRIBUTION: All CDC and ATSDR Employees

GUIDELINES UNIQUE TO THE METROPOLITAN ATLANTA AREA ONLY

Participation in Federal Executive Board Weather Plan

Like other Federal agencies in the Atlanta area, CDC participates in the Federal Executive Board (FEB) Uniform Weather and Emergency Plan. The Associate Director for Management and Operations is the CDC representative for implementation of the plan.

When the FEB Weather Plan Coordinator determines that Federal agencies should be closed because of adverse emergency conditions, this decision is immediately relayed to the agencies and to designated radio and television stations.

Employee Notification of Closing or Delayed Opening

CDC employees should not call the CDC switchboard, Central Control Room, Guard Desk, or Physical Security Activity personnel for information about closing or delayed opening. Those lines must be kept open for emergencies.

When a decision is made during non duty hours to alter normal business schedules, a brief announcement on CDC facility status will be made on the CDC Hazardous Weather Closing voice mail box. Employees may dial either 404-302-2125 or 404-302-2460 for the message. **These numbers are listed on the inside back cover of the CDC and ATSDR Communications Directory.** With the volume of potential callers, it is possible to initially experience a busy signal so employees may wish to redial. The message will be short, which should allow calls to be processed rapidly. The recording will be updated as soon as additional information becomes available.

In addition, the Voice Mail service and the electronic mail (E-Mail) system will be used whenever possible to pass along information when business schedules are altered. Employees having individual access to Voice Mail and/or E-Mail should check for messages and need not call the CDC Hazardous Weather Closing voice mail box numbers.

While radio stations V103, WAOK, WCNN, WFOX, WGST, WIGO, WQXI, WSB, and Z93 and television stations WAGA Channel 5, WGNX Channel 46, WSB Channel 2, and WXIA Channel 11 have agreed to carry announcements on closings or delayed openings of Federal agencies in the Atlanta area, **employees are encouraged to use the Voice Mail service or E-Mail for information specific to CDC.** Because access to CDC facilities is particularly difficult as a result of hazardous weather, closings or delayed openings for CDC may differ from Atlanta area Federal agencies in general.

### Early Dismissal

When emergency conditions exist during working hours and a decision is made to dismiss employees early, the Associate Director for Management and Operations will:

1. Initiate action to notify by telephone the Directors of the Centers/Institute/Offices, Staff Offices, and Staff Services by activating the cascade plan in Exhibit 1A.
2. Post a message on the CDC Hazardous Weather Closing voice mail box as described in the section on Employee Notification above.
3. Send a message to all Atlanta area Voice Mail users.
4. Send a message to all Atlanta area E-Mail users.

Those employees who can be spared will be dismissed without charge to leave (see Exhibit 5, Emergency Employees and Critical Operations).

### Extreme Circumstances

Under extreme circumstances (e.g., when telephone lines are down), the Associate Director for Management and Operations may not be able to reach a particular CDC facility within the Atlanta area (away from the Clifton Road facility). Likewise, officials at any of these facilities may not be able to reach the staff at the Clifton Road facility. In those instances, the following designated officials have the authority to temporarily close the workplaces when in their judgment it is warranted because of localized hazardous weather conditions or other emergency conditions:

<u>Facility</u>	<u>Designated Official</u>
Buckhead	Director, Procurement and Grants Office
Chamblee	Director, National Center for Environmental Health
Corporate Square	Director, National Center for HIV, STD, and TB Prevention
Executive Park	Assistant Administrator, Agency for Toxic Substances and Disease Registry
Koger Center	Director, National Center for Chronic Disease Prevention and Health Promotion
Lawrenceville	Chief, Lawrenceville Research Animal Section, Animal Resources Branch, Scientific Resources Program, National Center for Infectious Diseases

In this event, the appropriate Center/Institute/Office Director and the Associate Director for Management and Operations should be notified as soon as possible after the decision is made to temporarily close the workplace.

METROPOLITAN ATLANTA AREA  
CASCADE PLAN FOR EARLY DISMISSAL

Official

Calls or Notifies

1. Associate Director for  
Management and Operations  
or

Deputy Associate Director for  
Management and Operations

Deputy Associate Director for  
Management and Operations

Directors, Centers/Institute/Offices  
and Staff Offices

Assistant Administrator, ATSDR

Staff of the Office of the  
Director, CDC, including Associate  
Directors

CDC Hazardous Weather Closing voice  
mail box

Atlanta area Voice Mail service

E-Mail system

2. Directors, Centers/Institute/Offices,  
Staff Offices, Staff Services, and  
Assistant Administrator, ATSDR

Subordinate Managers and Supervisors

3. Managers and Supervisors

Employees and Visitors

GUIDELINES UNIQUE TO AREAS OTHER THAN ATLANTA

Anchorage, Alaska

The Director, Arctic Investigations Program (AIP), National Center for Infectious Diseases (NCID), will determine when it is necessary to delay arrival, dismiss early, or close the Anchorage facilities (i.e., AIP, National Institute for Occupational Safety and Health and the National Center for Environmental Health) for the day. This decision will be relayed to employees through normal administrative/supervisory channels, through public radio announcements, or employees may call the Federal Office Notification Line, 566-0023, as appropriate.

Cincinnati, Ohio

The Chief, Administrative Services Branch (Cincinnati), Office of Administrative and Management Services, National Institute for Occupational Safety and Health (NIOSH), will determine when it is necessary to delay arrival, dismiss early, or close the NIOSH Cincinnati facilities for the day. This decision will be relayed to employees through normal administrative/supervisory channels or the message will be relayed by radio stations WLW-AM (700) and WKRC-AM (550), or employees may dial a local telephone number, 533-8475, for a brief recording on facility status during emergency and/or hazardous weather conditions.

Ft. Collins, Colorado

The Director, Division of Vector-Borne Infectious Diseases, NCID, will determine when it is necessary to delay arrival, dismiss early, or close the NCID Fort Collins facility for the day. This decision will be relayed to employees through normal administrative/supervisory channels or the message will be relayed by radio station KCOL-AM (1410).

Morgantown, West Virginia

The Chief, Administrative Services Branch (Morgantown), Office of Administrative and Management Services, NIOSH, will determine when it is necessary to delay arrival, dismiss early, or close the NIOSH Morgantown facilities for the day. This decision will be relayed to employees through normal administrative/supervisory channels or the 24-hour EMERGENCY NOTIFICATION HOTLINE: (304) 285-6200. A recorded message will provide office closing or delayed reporting information. Please record this number now and keep it available at your home telephone. Our EMERGENCY NOTIFICATION HOTLINE should be your primary source for adverse weather information, however, it will not be the only source of office closing information for Morgantown employees. The message will also be relayed to the following radio and television stations: WAJR, WMQC and WDTV channel 5. Every attempt will be made to have the message on the HOTLINE and to the outside sources by 5:45 a.m. Employees are encouraged to utilize the HOTLINE. If there is no updated message by 5:45 a.m., employees are to presume that the facility is open and they should report for duty. The HOTLINE will not be used for early dismissal of personnel during normal duty hours. Early dismissal will continue to be handled as in the past, with dismissal information being passed to employees through line management channels.

#### Pittsburgh, PA

The Chief, Administrative Services Branch, Office of Administrative and Management Services, NIOSH, will determine when it is necessary to delay arrival, dismiss early, or close the NIOSH Bruceton facilities for the day. During normal duty hours, this decision will be relayed to employees through normal administrative/supervisory channels. After normal duty hours, employees may dial the local PRC 24-hour Emergency Notification Hotline number, 412-594-4661, for a brief recording on facility status during emergency and/or hazardous weather conditions. NOTE: Announcements made by the Pittsburgh Federal Executive Board and the media should be disregarded by Quarantine Stations

The officer in charge of a quarantine station, NCID, will determine when it is necessary to delay arrival, dismiss early, or close the respective NCID quarantine station for the day. This decision will be relayed to employees through normal administrative/supervisory channels or through public radio announcements when appropriate.

#### Research Triangle Park (RTP), North Carolina

The Director, Division of Data Processing, Office of Data Processing and Services, National Center for Health Statistics (NCHS), will determine when it is necessary to delay arrival, dismiss early, or close the NCHS RTP facilities for the day. This decision will be relayed through the normal administrative/supervisory channels or employees may dial a local RTP telephone number, 541-4874, for a brief recording on facility status during emergency and/or hazardous weather conditions.

#### San Juan, Puerto Rico

The Chief, Dengue Branch, Division of Vector-Borne Infectious Diseases, NCID, will determine when it is necessary to delay arrival, dismiss early, or close the NCID San Juan facilities for the day. This decision will be relayed to employees through normal administrative/supervisory channels or the message will be relayed through public radio announcements when appropriate.

#### Spokane, WA

The Federal Executive Association governs delayed arrival, early dismissal, or office closing for the Federal Government. In some circumstances, the Research Director, Spokane Research Center, NIOSH, will determine when it is necessary to delay arrival, dismiss early, or close the NIOSH Spokane facilities for the day. This decision will be relayed to employees through normal administrative/supervisory channels or through public radio announcements.

#### Washington, D.C., Metropolitan Area Including Hyattsville and Rockville, Maryland

The U.S. Office of Personnel Management governs delayed arrival, early dismissal, or office closing for the Federal Government in the Washington, D.C., metropolitan area including Hyattsville and Rockville, Maryland. Announcements are made through normal administrative/supervisory channels or via the designated radio and television stations for the area.

#### Other Field Locations or Employees

All other field locations or employees located in other areas will continue to follow the weather plan or emergency closing policy in existence for their

specific locality. (For example, small groups of CDC employees assigned to buildings with primarily non-CDC offices, such as local, State, university, or non-CDC Federal Government offices will follow the procedures prescribed for those locations.)

IMPACT ON ALTERNATIVE WORK SCHEDULES AND FLEXIPLACE

Special note for employees on flexitour:

**Flexitour** allows employees to select arrival and departure times within a flexible time band; however, once selected, the hours become the employee's regular work schedule.

When a facility has a delayed arrival until 9:00 a.m. because of hazardous conditions, the following guidelines will apply:

- an employee on flexitour who is scheduled to report to work at 9:00 a.m. will be expected to report at their regular time or will be charged appropriate leave for the hours they are absent.
- an employee on flexitour who is scheduled to report to work at 8:00 a.m. will be excused for 1 hour and will be expected to report to work at 9:00 a.m.

When employees are dismissed at 3:30 p.m. because of hazardous conditions:

- an employee on flexitour who is scheduled to work until 5:30 p.m. will be excused for 2 hours.
- an employee on flexitour who is scheduled to work until 4:30 p.m. will be excused for 1 hour.

Special note for employees on flexitime:

**Flexitime** allows employees to vary their daily arrival and departure times within the established band, which means they can report to work any time between 6:00 a.m. to 9:00 a.m. and may leave between 3:30 p.m. to 7:00 p.m.

When a facility has a delayed arrival until 9:00 a.m. because of hazardous conditions, the following guidelines will apply:

- an employee who is on flexitime and has established a pattern of a specific tour (i.e., the employee typically works from 8:30 a.m. to 5:00 p.m.) will be excused from 8:30 a.m. to 9:00 a.m. and will be expected to work until 5:00 p.m.
- an employee who is on flexitime and has not established a pattern of a specific tour (i.e., the employee from day-to-day works different hours), the Agency's official tour (8:00 a.m. - 4:30 p.m.) will be used as a guide. For example, the employee will be excused from 8:00 a.m. to 9:00 a.m. and will be expected to work until 4:30 p.m.



Special note for employees on flexiplace:

Employees who work under the **Flexible Workplace Arrangements Program (i.e., flexiplace)** who work at home, will not *normally* be impacted by the Agency's decision to delay the office's opening, to close an office, or to allow early dismissal. In other words, those employees will be expected to work (if otherwise scheduled to do so) unless the inclement weather has impacted their work site.

REASONABLE ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

In providing reasonable accommodations for its employees with disabilities under the Affirmative Employment Plan, CDC has adopted flexible leave policies which will accommodate employees with mobility impairments. The U.S. Office of Personnel Management Handbook on reasonable accommodations provides a liberal policy on excused absence with pay:

"When extreme weather conditions make it difficult for mobility-impaired employees to get to or from work, ... agencies can adopt separate leave policies ... but should identify in advance employees who would be covered by the extended policy..."

Because CDC has a commitment to provide reasonable accommodations for its employees with disabilities, supervisors should identify employees who are considered legally blind, in wheelchairs, or dependent on crutches or who have any other disability that would be considered a mobility impairment.

Other employees who feel that they have disabilities which would cause them to face extreme hazards when traveling to and from work during inclement weather should submit a memorandum to the Selective Placement Coordinator of the Human Resources Management Office for consideration.

Supervisors should advise their employees with disabilities that under CDC policy they would be granted excused absences during unreasonably hazardous travel conditions.

EMERGENCY EMPLOYEES AND CRITICAL OPERATIONS

Certain critical operations cannot be suspended or interrupted at a facility even though it may be necessary generally to excuse employees for all or part of a day. Employees who perform duties which are critical and who are required to be at work regardless of emergency situations or any general dismissal authorization are considered "emergency employees."

All emergency employees should be made aware of the special requirements placed on them and that delayed arrival, early dismissal, and office closing situations do not apply to them. These employees cannot be given extra compensation either in the form of premium pay, compensatory time, or credit time for hours worked in an administrative/weather closing situation. In addition, emergency employees who fail to report to work during times of delayed arrival or office closing or who leave early under early dismissal will be charged appropriate leave, leave without pay, or absence without leave.

Any non-emergency employees who report to work during hazardous weather or emergency conditions when offices are administratively closed are not entitled to additional pay, overtime, compensatory time, or credit time.